



## ***EQUIPMENT PROCUREMENT REQUIREMENTS AND GUIDELINES***

**Equipment** is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. **Personal property means property of any kind except real property.** The focus of utilizing program funds to purchase equipment is to improve the emergency food system and better serve clients. If the request is on behalf of a Subcontractor then the Contractor is responsible for requesting prior approval, inventory tracking/reporting and final disposition requests from WSDA.

### **Requirements:**

1. The Contractor must request **prior** approval from WSDA to purchase equipment having an acquisition cost of \$5,000 or more per unit.
2. Requests for equipment costing \$5,000 or more must be submitted on a Food Assistance Programs Equipment Purchase Request/Approval form (AGR FORM 609-2204). This form must be filled out regardless of the percentage FAP is paying of the total cost. Further documentation may be requested.
3. The justification for any purchase must be clearly outlined in the narrative section on the FAP Equipment Purchase Request/Approval Form.
4. When requesting equipment purchases during the EFAP application process, where EFAP money will be used to cover the purchase of all or some of the equipment, the following applies:
  - a. In most circumstances, when EFAP will be used to cover the purchase of all or some of the equipment, only equipment identified on the FAP Equipment Purchase Request / Approval form (AGR FORM 609-2204) will be considered for approval. The WSDA may contract exceptions to this policy.
  - b. If the equipment purchase is taken out of a county's funding before the remaining funds are allocated to the food pantries, thereby reducing the amount every food pantry will receive, 2/3 of the eligible food pantries must approve of the purchase. Such an example might be a truck or walk in freezer that will be shared by all food pantries in the county. The county meeting held before each contract period must include a discussion about such purchases. The meeting minutes, which are required with every application, must include the following:
    - i. A discussion on the priority equipment needs and how this need was determined within the county(ies);
    - ii. A roster displaying the names of participating food pantries along with how each voted on the equipment purchase(s) – (in favor or not in favor).

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and availability of our food system.*

- c. If the equipment need listed in 3a happens after the application for the biennial contract is submitted, every attempt must be made to meet with all impacted agencies. If a county(ies) meeting is impossible due to distance, inability to find a common date to meet, etc., letters of agreement from the director or board chair of the affected food pantries are acceptable. Each letter must indicate that he/she has been notified by the contractor of the reason for the needed equipment, the cost of the equipment, the amount that food pantries will be asked to pay, and his/her vote in favor or not in favor of the purchase.
- d. If the purchase of equipment is taken out of an individual agency's allocation, including a food banks, they do not need approval from other agencies including the lead agency contractor. They must still submit the FAP Equipment Purchase / Request Approval Form (AGR FORM 609-2204).

### **Guidelines:**

Contractors shall establish written procurement procedures, which should include at least the following:

- All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.
- Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement when using FAP funds, and to assure the avoidance of purchasing unnecessary or duplicative items.
- Solicitations for goods and services shall provide a clear and accurate description of the technical requirements for the material, product or service to be procured.
- Procurement records and files for purchases shall include the following at a minimum: (a) basis for Contractor selection, (b) justification for lack of competition when competitive bids or offers are not obtained, and (c) basis for award cost or price.
- Purchasing Agreements shall be made only with responsible vendors under the term and conditions of the proposed procurement. Consideration shall be given to such matters as the vendors' integrity, record of past performance, financial and technical resources or accessibility to other necessary resources. In certain circumstances, purchasing agreements with certain parties are restricted by vendors' implementation of "Debarment and Suspension."
- Real property (land, land improvements, structures and appurtenances/fixtures) is considered an unallowable cost.

**Please return the Food Assistance Programs Equipment Purchase Request/Approval Form (AGR FORM 609-2204) to the WSDA Food Assistance Programs prior to your purchase.**

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